

Mississippi Arts Commission – Project Grants

Fiscal Year 2015 Program Guidelines

Next application deadline: Monday, March 3, 2014

Applications must be submitted through eGRANT, postal mail, or delivered by hand to MAC's office by the due date. Faxed or emailed applications are not accepted.

Please submit Project Grant applications no earlier than 30 days prior to the March 3rd deadline. Applications received prior to this date will be returned.

Important required information: All organizations applying to MAC (including schools) must provide their Dun & Bradstreet (DUNS) number on the application. [Go to Dun & Bradstreet](#) to apply for a number or check to see if your organization has a number. [Go here for more information on DUNS numbers.](#)

Overview

Much of the work done to expand arts activities across Mississippi is accomplished through projects taken on by arts and community-based groups. MAC supports these efforts through its Project Grant program, which funds a wide range of arts projects that support the main goals of the agency.

Award Amounts and Project Activity Dates

Project Grants range from \$250 to \$5,000 and require a dollar-for-dollar cash match from the applicant organization. Project Grant applications submitted by March 3, 2014 can support activities taking place between July 1, 2014 and June 30, 2015.

Who May Apply

Organizations who apply for a Project Grant must be:

- based in Mississippi
- incorporated in Mississippi as a 501c3 nonprofit organization, OR
- a unit of local government, such as a school, library, or another county or municipal agency. Units of local government may be required to provide documentation of their status as a governmental agency.

Eligible organizations are limited to applying for either a MAC Project or Operating Grant each year. Individuals are not eligible to apply for a Project Grant. First-time applicants are strongly encouraged to consult with MAC Program Staff (see list of contacts at the end of this document) about their proposal before submitting an application.

Overview of Program Areas and Project Grant Examples

MAC awards Project Grants in each of its four program areas. Following are brief descriptions of each program, including examples of the types of projects that can be funded. For additional

information on each program area, visit their pages on this site. If you are still unsure about which program you should apply under, contact MAC before submitting an application.

Community & Economic Development

Community & Economic Development looks to improve the social, economic and cultural conditions of Mississippi communities through meaningful, quality arts programming. Whether it is after-school programming targeting at-risk youth, public art refurbishing a blighted downtown area, or a music festival bringing together a diverse audience from the community, successful Community & Economic Development programming utilizes community-driven planning and the power of the arts to create stronger communities.

Examples of Community & Economic Development Projects:

- A Boys and Girls Club works with an artist to create a piece of public art; or
- A Main Street program, an arts council and city officials work with a planning consultant who specializes in small town development to generate and implement a public design plan that emphasizes the town's historic downtown or other resources.

Arts in Education

Arts in Education works to enable students Pre-K through 12th grade to receive a quality education that includes the arts. The program does this by fostering professional development for educators, enabling them to teach the arts more effectively and use the arts as learning tools in teaching non-arts curriculum.

Examples of Arts in Education Projects

- A school (or a school district) hires a consultant to work with teachers to introduce or infuse the arts into the curriculum;
- A museum produces poster-size reproductions of items from its collection and, with assistance from arts educators, develops a lesson plan based on the works; or
- A school develops a year-long artist-in-residence program.

Arts Industry

Arts Industry serves as an engine for the state's economy, creating jobs, improving the quality of life, and serving as a tourism destination. Arts Industry organizations seek to enrich the lives of their audience through entertainment and through learning about themselves and others by expanding the role the arts plays in the broader social and economic arenas of Mississippi communities. They involve the general public with their services and programs. They reach diverse communities to identify shared values, foster excellence in the arts and provide inspiration to generate a higher quality of life for all citizens by providing inclusive and diverse artistic experiences. They tie arts to economic development through partnerships and collaborations.

Examples of Arts Industry Projects

- A single-discipline focused organization such as a community theatre company, symphony, dance, opera company, or a presenting organizations presents or produces a performance or season of performances;
- An organization such as a museum association or a university hires artists to exhibit, hosts performances, present or conduct workshops; or

- A statewide arts organization produces a convening, such as a writer's conference, jazz festival, or theatre conference.

Folk & Traditional Arts

Folk and Traditional Arts works to increase the awareness of and foster the continuation of the state's folk and traditional art forms. This is done through the Project Grant Program by encouraging and supporting projects that document or promote Mississippi traditional arts.

Examples of Folk & Traditional Arts Projects

- A community organization sponsors a blues festival that presents several musicians with strong ties to the area;
- A public library develops an exhibit that showcases the work of a local split oak basketmaker; or
- An arts collective presents a workshop for shape-note singers

Review Criteria

Project Grant applications are reviewed using the following criteria:

1. Project Goals and Outcomes (20 points)

- The applicant states the main goals that their organization has for the project
- The applicant describes the activities that are necessary to achieve their goals

2. Quality of Project Activities and their Artistic Excellence (30 points)

- The application lists the artists and artistic staff involved in the project and their qualifications
- The main project activities are adequately described with all critical information included

3. Public Participation and Access (30 points)

- The applicant describes everyone involved in planning and participating in the project
- The project planners and participants reflect the demographics of the community or the organization has explained how they are working towards that goal

4. Ability to Achieve Goals and Evaluate Success (20 points)

- The staff or project leaders are described, including their qualifications
- The project is supported by the community
- Appropriate partnerships with other organizations (when applicable) have been arranged
- Proper financial controls are in place
- The plans for promoting and evaluating the project are included

How to Apply

Please submit one original and one copy of the following items in the order listed:

- Project Grant Application Form

- Narrative (three-page maximum) in which you provide an overview of your organization and address the Project Grant review criteria
- Budget Itemization that explains in greater detail each expense and source of income included in the Budget section of the application (a sample budget itemization is included in the application form)
- A list of your board of directors indicating ethnic make-up and members with disabilities. Public schools should submit a list of their current school board members. Governmental entities should submit a list of their municipal or county level governing boards.
- Current biographies (one half page maximum for each) of your organization's key artistic and administrative personnel, including both paid and volunteer. Do not substitute bios with resumé's.
- A copy of the letters of agreement or signed contracts between your organization and the artists or consultants participating in the project that have been finalized as of the application deadline. If arrangements with the artist(s) have not yet been finalized, please submit a plan for securing these agreements. This should include a list of the artists you are considering and a timeline for completing this work.
- A current brochure for the artist(s) or the full resumé of the consultant (including a client list with phone numbers) whose work will be supported through the grant. If the artist is a member of an adjudicated roster run by another state or regional arts organization, send a copy of the page on which the artist is featured, along with a copy of the roster's cover page.
- If your project involves a partnership with another organization (or organizations), please provide letters of intent from these partners. The letters should clearly explain each partner's role in the project.
- If your organization is applying to MAC for the first time: a copy of your official IRS 501(c)3 determination letter. You do not need to send a copy of the letter if your organization has applied for a grant from MAC in the past three years. If you are unsure whether or not your organization has applied recently, please call and check with MAC program staff before submitting an application. Public schools, libraries and other agencies of local government are exempt from this requirement.

Please do not bind or staple these application materials.

Applications should be complete, including all required information and materials. Incomplete applications, defined as applications missing one or more of the above-listed documents, will not be considered for funding and will be returned to the applicant.

Supplementary Materials

In addition to the above items, you should also submit a binder of supplementary materials that will help panelists understand your organization and its programs. Supplementary materials

should relate to the proposed project activities and should support the claims made in your narrative. The materials can be referenced in your narrative.

These materials may include:

- A copy of sample programs, brochures, educational materials, or other promotional materials that relate to the proposed project activities;
- News clippings that relate to the proposed project activities, such as response to your organization's past programs or the artist with whom you plan to work;
- Letters of support for the project (A maximum of five letters may be included); and
- Work samples from artists you are presenting, if the artist is not a member of MAC's Artist Roster. This can include CDs, DVDs or links to artist websites, if the sites include work samples (such as audio, video, or photo samples). The samples will allow the review panel to determine the level of quality of the proposed artist(s).

Please submit your supplementary materials in a three-ring binder with your organization's name on the cover in order to expedite panel review. The binder should not exceed 25 pages of material and the items included should be no larger than 8.5 x 11 inches.

Return of Support Materials and Work Samples

Please notate on your binder whether or not you would like it returned. Applicants who want their materials returned by mail must send a self-addressed mailer with sufficient postage attached to it. Binders may also be picked up July 1st through 31st at MAC's office during regular business hours. Please make arrangements with the program director managing your application before visiting MAC's office. All support materials will be discarded after July 31st if no instructions are given for their return.

Application Calendar

March 3, 2014 – Project Grant application deadline

April 2014 – Review of applications by the grant panel (specific panel dates will be available by mid-March. Grant applicants are allowed to attend panels. Contact Program Staff for the date your application will be reviewed)

June 2014 – MAC Board meets and makes final funding decisions on all applications

July 1, 2014 – Applicants are notified whether or not their application was approved for funding. No information on the grants will be available from MAC prior to this date.

Staff Contacts

For more information on applying for a Project Grant, contact the MAC Program Director who oversees the area most closely tied to your organization's main goals or the goals of your project:

Arts in Education - Kim Whitt, (601) 359-6037 / kwhitt@arts.ms.gov

Arts Industry - Diane Williams, (601) 359-6529 / dwilliams@arts.ms.gov

Community & Economic Development - Allison Winstead, (601) 359-6546 /
awinstead@arts.ms.gov

Folk & Traditional Arts - TBD, call MAC at (601) 359-6030 with questions in this area